AGN. NO._____

MOTION BY SUPERVISOR YVONNE B. BURKE **OCTOBER 23, 2007**

AMENDMENT TO ITEM # 22

The proposed Information Technology and Security Policy is a critical and necessary step for the County of Los Angeles to safeguard confidential information. Given the escalating instances of identity theft, the County of Los Angeles ought to exercise every available option to safeguard sensitive information belonging to our employees and residents. While today's policy would certainly decrease the possibility of identity theft from "County-owned" computers, it does not entirely address existing vulnerabilities created by non County-owned computers and portable storage devices. Since the County utilizes outside vendors to perform several functions which require the sharing of confidential and sensitive information, any redesign of security policies ought to extend to such outside vendors and contractors as well. For example, a recent incident involving a contractor with non County-owned computers and portable

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storage devices reportedly compromised the confidential information of at least 269 residents receiving critical County services.

I, THEREFORE MOVE THAT the Board of Supervisors approve the newly proposed Information Technology and Security Policy as recommended; and

I, FURTHER MOVE THAT this Board direct the Chief Executive Officer (CEO), working in concert with the Chief Information Officer (CIO) and County Counsel (CC) to examine measures to enforce existing County information technology and security policies regarding protection of sensitive and confidential information and review the feasibility of developing additional safeguards and policies to further strengthen the protection of this information which is shared with contractors. Such review shall include a comprehensive inventory and risk assessment of County vendors who are privy to sensitive and confidential records, e.g. Social Security Numbers, birthdates, etc. Such inventory and analysis shall include but not be limited to:

1. The number of contractors utilizing "County-owned" computers as part of their contractual obligations and/or routine course of business;
2. The number of contractors with the capability of accessing or downloading employee and/or client confidential information from county data systems;

3. The number of contractors whose own computers contain confidential information pertinent to County employees and/or clients.
4. The number of contractors who have access to Portable Storage devices, e.g. mobile hard drives, flash drives, etc., containing any confidential information relevant to County employees or recipients of County services.
5. Determine in which instances confidential employee and/or client information is necessary to be accessible by or given to contractors;
6. Determine the feasibility of encrypting confidential information as a regular course of business and only making it accessible upon the Department Head's written authorization;
7. Determine how current and recommended security policies can be included in all future contracts.

FINALLY, I MOVE THAT this Board direct the CEO, CIO and County Counsel to report back with their findings and any policy recommendations within 60 days.

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